



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Executive Director, Georgia Commission on Family Violence

Recruitment Period: Submit resume by **March 16, 2015**

Number of Positions: One (1) position

FLSA Status: Exempt

Minimum: \$55,000.00

Maximum: \$67,000.00

Position Location: Statewide

Job Summary

Under limited supervision by the Commission Chair and the Assistant Director, the position administratively supports Commission activities and serves as a subject matter expert on family violence; plans, develops, and implements processes and practices to support the priorities of GCFV and the Judicial Council/Administrative Office of the Courts (JC/AOC); and directs personnel in fulfilling the Commission's responsibilities. The position establishes and maintains partnerships with public, private, and non-profit officials, professionals, and organizations to eradicate family violence in Georgia.

Technical Competencies

- Knowledge of agency mission, goals, responsibilities and organization.
- Knowledge of management principles and practices.
- Knowledge of Georgia court system operations and processes, family violence response systems, and criminal justice system
- Knowledge of adult learning styles and professional training and development methods.
- Knowledge of and demonstrated ability to exercise logic, sound judgment and advocacy.
- Strong oral and written communication and presentation skills.
- Ability to build and maintain effective teams and partnerships.
- Ability to identify future trends and issues impacting goals and objectives.
- Ability to set goals with defined milestones to prioritize time and resources and measure success.
- Ability to develop and monitor program budget.
- Ability to achieve continuous quality improvement in program processes.
- Ability to supervise employees to attain results and evaluate performance.
- Proficiency in Microsoft Office business applications suite.

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Minimum Qualifications

- Bachelor's degree from an accredited college or university in social work, business administration, political science, criminal justice or comparable field of study.
- Extensive knowledge of Georgia's family violence response history and systems.
- Two years' direct experience with family violence advocacy programs ("shelters"), Family Violence Intervention Programs, local family violence task forces, law enforcement, Domestic Violence Fatality Review Teams, or other family violence court-related work, or four years' experience in public sector or non-profit program management, with progressive supervisory and leadership experience.
- Occasional overnight travel within or outside the state
- Active Georgia driver's license.

Preferred Qualifications:

- Master's degree in public, court, or business administration, social work, law, or comparable area.
- One year of legislative analysis, policy advocacy, and/or lobbying experience.

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

The selected applicant is required to meet permanent residency or US Citizenship requirements and pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to: criminal records, fingerprint records, education records, past employers, military records, state licensing/certification records, driving records, and vehicle registration.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. AOC will attempt to meet reasonable accommodation requests whenever possible.

Please submit resume to: resume@georgiacourts.gov by **March 16, 2015**

Subject line **MUST** include: Executive Director, Georgia Commission on Family Violence

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